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Approved For Release 2001/04/24 : CIA-RDP78-04007A000300010010-7

TAB 1

25X1A

PRODUCTS OF THE SECURITY OFFICE

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Security Patrol Manual</u>  Authority: CIA Regulation [redacted] (latest revision 26 May 1954) and CIA Regu- lation [redacted] (latest revi- sion 20 August 1953)	Currently consists of 53 pages in 11 sections.  This publication is revised periodically in order to maintain the instructions and contents of the Manual current.	This Manual contains instructions for officials and members of the Security Patrol in discharging their duties and responsibilities in the event of an emergency, including fire, natural disaster, enemy attack, flood, riots, or other circumstances.	100 copies
25X1A  [redacted]	Currently consists of 256 pages in 5 major sections.  This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.	This Manual contains instructions for officials, supervisors, and Agents of the Special Security Division assigned to Headquarters. These instructions cover not only the specific duties and responsibilities of professional personnel assigned to SSD, but also include the handling of emergencies during off-hours, a guide for personnel reporting to Headquarters, the mission, functions and organization of CIA and its components, Administrative Guide, and Policies, Operations, Procedures of the components of SSD.	87 copies

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<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Safety Manual</u>  Authority: The Federal Safety Council was established under E. O. 10194 dates 21 December 1950. CIA Regulation [REDACTED]	This Manual consists of 66 pages and is issued in three different books, namely: Office Use - Book I, Chapter I and Chapter II, Section 1; Industrial Use - Book II, Chapter I and Chapter II, Sections 1 through 7; Warehousing and Maintenance Use - Book III, Chapter I and Chapter II, Sections 1 through 13.	This Manual contains common sense rules, instructions, and visual aids pertaining to safety practices and procedures. It is distributed to Security Offices who are responsible for implementing the safety program within their individual component.	Approx. 1200 copies of Books I, II and III have been printed since June 195.

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